




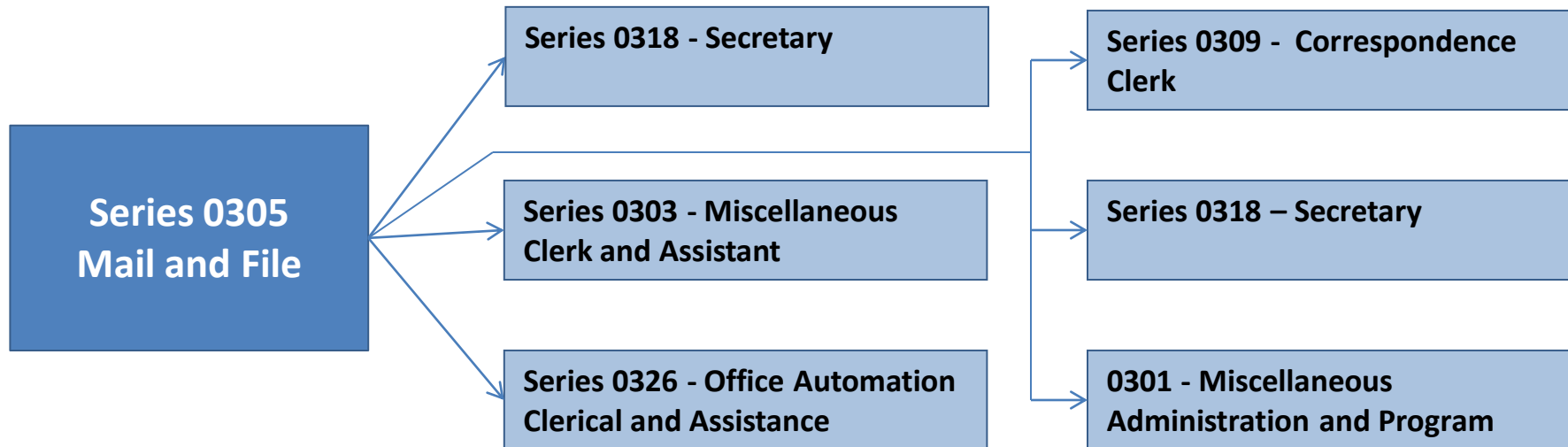


## Series 0305 Mail and File -- *Career Roadmap*

		CWDA Skill Level 1: GS 1-6, NF 1-2	CWDA Skill Level 2: GS 7-10, NF 3
	<b>Academic Credential Requirement:</b>	May combine education (HS or above) and or experience to qualify. Details at: <a href="http://opm.gov/qualifications/standards/group-stds/gs-cler.asp">opm.gov/qualifications/standards/group-stds/gs-cler.asp</a>	May combine education (HS or above) and or experience to qualify. Details at: <a href="http://opm.gov/qualifications/standards/group-stds/gs-cler.asp">opm.gov/qualifications/standards/group-stds/gs-cler.asp</a>
	<b>Competency Requirements:</b>	-Operational Functions -Performing Administrative Activities	-Operational Functions -Performing Administrative Activities
	<b>Experience Requirement:</b>	For GS: Ranges from none for GS1, up to 1 year for GS5/above, depending on the grade. For details see: <a href="http://opm.gov/qualifications/standards/group-stds/gs-cler.asp">opm.gov/qualifications/standards/group-stds/gs-cler.asp</a>  NF: Direct application of OPM position classification standards supplemented by DoD guides.	For GS: Normally, 1 yr specialized experience at next lower grade required. For details: <a href="http://opm.gov/qualifications/standards/group-stds/gs-cler.asp">opm.gov/qualifications/standards/group-stds/gs-cler.asp</a>  NF: Direct application of OPM position classification standards supplemented by DoD guides.
	<b>Other Certifications:</b>	May require qualified typist. Security clearance may be required.	May require qualified typist. Security clearance may be required.
	<b>Desired Leadership Competency Level (CLD):</b>	Foundation	Foundation, Supervisory

# Career Opportunities

**Related Job Series:** The chart below identifies Job Series within the occupational group with the greatest similarity in scope of work and competencies. Click on an icon to see the Career Roadmap for the Job Series.



**Competencies:** You may determine how closely your competencies match the related Job Series by conducting a Self- Assessment within [CWDA](#).

**Additional Opportunities:** You may conduct a Self-Assessment within CWDA for any Job Series represented within the Marine Corps to determine how closely your qualifications and competencies match other opportunities. For a comprehensive list of Job Series, [click here](#).